

Department of Transportation  
Office of the Secretary  
Washington, D.C.

ORDER

DOT 1100.34A

1/8/70

SUBJECT: FACILITY ACQUISITION, EXPANSION OR RELOCATION

1. PURPOSE. To establish administrative review of site evaluation for new facilities and for the expansion or relocation of existing facilities to ensure full consideration of all potential alternatives, locations and coordinated requirements.
2. CANCELLATION. DOT 1100.34, FACILITY ACQUISITION OR EXPANSION, of 3/20/69.
3. SCOPE. The provisions of this order apply to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5(m) of the Department of Transportation (DOT) Act, this directive is applicable to NTSB.
4. RELATED DIRECTIVE. DOT 1100.17, CHANGES TO FACILITIES, is not changed by this order. *std 3/7/68*
5. DEFINITIONS. As used in this order the following terms have the meanings indicated.
  - a. Facility. A place or establishment, owned or leased by the Government for the use of the Department where Departmental employees actually perform their official duties, such as an office, warehouse, depot, laboratory, proving ground, and others with a fixed geographical location. General Services Administration (GSA) leased space within the District of Columbia, mobile stations such as vessels, aircraft, or surface vehicles and activities such as navigational aids whose location is fixed by operational requirements are not considered facilities for the purpose of this order.
  - b. Major acquisition or expansion.
    - (1) For the purpose of this order a major facility acquisition or expansion:
      - (a) will involve a total capital outlay of more than \$1,000,000 for the entire facility contemplated including all capital assets;

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Management

1/8/70

- (b) will include a lease cost in excess of \$25,000 per year;  
or
  - (c) may reasonably be expected to generate substantial  
public, press or Congressional interest;
- (2) a facility may be handled as a major acquisition or expansion if the Secretarial Officer, head of the operating administration or NTSB involved considers that it should be handled in this way even if it does not meet any of the above criteria.
- c. Minor acquisition or expansion. For the purpose of this order, minor facility acquisition or expansion will include any proposed action which does not meet at least one of the criteria established for major acquisitions or expansions.

6: DISCUSSION.

- a. Background. The acquisition of new facilities, particularly the site selection part of the process, and the expansion or relocation of existing facilities are considered matters of prime importance because of the many common and occasionally, conflicting interests involved. The importance to the Department is self-evident--the facility should be so designed and so located that it will most effectively serve the needs of the Department at the lowest cost to the taxpayer. This involves considerations of cost of acquisition, cost of maintenance, availability of a suitable and integrated labor market, proximity to other Departmental facilities with which frequent contact is necessary, and the possible availability of existing Departmental facilities which may lend themselves to expansion or conversion to serve the new need. Additionally, there are interests outside of the Department itself which must be considered. Most communities welcome new Federal facilities because of the additional local revenue generated and the employment opportunities provided. These communities consider themselves in competition for any new facility and rightfully so if their location will serve the needs of the Department. They have a right to be considered and to be consulted relative to a proposed facility within their limits. Consultation with appropriate municipal organizations and special interests, such as minority organizations, is an integral part of the site selection process.
- b. Relationship to planning, programming and budgeting process. Before any decision is made on site selection for a new facility or the expansion or relocation of an existing facility, all feasible alternatives must be explored, and all proposals received must be carefully considered. The program review process conducted in accordance with current directives requires that all alternatives be reviewed. It is in this process that the initial determination

of the need for new or expanded facilities is made. When a project contemplated by this order is of sufficient magnitude to be included as an identifiable item in the budget presentation, it is essential that the evaluation process in this order be completed in sufficient time to avoid delaying the program review process. This requirement, however, will not be considered a prerequisite to the submission of a project for program review or budgetary action where site evaluation cannot be completed in advance.

7. REQUIRED CIVIL RIGHTS RESPONSIBILITIES.

- a. Equal employment. The Department's equal opportunity policy requires that affirmative action be taken to facilitate the hiring of personnel without regard to race, color, religion, sex or national origin. Such action must be taken not only to assure equality of opportunity, but also to avoid even the appearance of discrimination. Any site evaluation must include consideration of the availability of minority group persons (usually Negroes, American Indians, Spanish-speaking Americans and Orientals) for employment at the facility.
- b. Fair housing, schools, and transportation availability.
  - (1) Housing and schools. Site evaluation must include a determination of the availability of safe, sanitary and decent housing and schools for low and middle income persons and for all persons without regard to race, color, religion, sex or national origin.
  - (2) Transportation. Site evaluations must include a determination of the availability of transportation for low and middle income and for minority group persons.
  - (3) The General Services Administration (GSA) has established a policy to avoid placing Federal facilities in locations which will work hardship on employees because (a) there is a lack of adequate housing for low and middle income employees within a reasonable proximity and (b) the location is not readily accessible from other areas of the urban center. This policy is included in the requirements of this order.
- c. Replacement housing. If due to the construction of a new facility or renovation of an existing facility, persons must be relocated through condemnation or right-of-way actions, adequate replacement housing, available to all persons regardless of race, color, religion, sex or national origin, must be provided for and built before the construction project can be approved.

**8. PROCEDURES.**

- a. General. When the need arises for a new facility or the expansion or relocation of an existing facility in any element of OST, an operating administration, or NTSB, a determination will be made by the organization which needs the facility as to whether the need can be better served by the expansion of an existing facility of the Department or by the creation of a separate facility. The responsible official of such an organization will develop a plan of procedure which will insure that the acquisition or expansion is authorized, that all applicable regulations are complied with, that the requirements for the selection of a new site (if a new site is involved) are properly and clearly established and that a thorough investigation, consistent with the size of the potential investment, is made to explore all potential sites and all alternative plans of action insofar as it is practical to do so. The plan will include a provision for contacting other appropriate elements of OST, operating administrations, the NTSB, and other appropriate Government agencies, to determine if co-location is a feasible solution at any existing facility. The plan will provide for verifying that the proposed new facility or expansion is considered in relation to overall Departmental needs. It is generally desirable in those cases which are to be submitted under paragraph 8.d. below, that an information copy of the plan be referred to the Assistant Secretary for Administration as soon as it has been developed.
- b. Research, development, test and evaluation facilities. In the case of any RDT&E facility, the plan of procedure will be prepared by the Assistant Secretary for Research and Technology in concert with any concerned operating administrations, or NTSB, if appropriate.
- c. Minor acquisition and expansion. In minor cases, other than RDT&E facilities, the Secretarial Officer, head of an operating administration or NTSB concerned, will proceed with the site selection and acquisition process assuring compliance with the principles discussed in paragraph 6 and 7 of this order.
- d. Major acquisition and expansion. In major cases the procedure will be as follows:
  - (1) The plan of procedure outlined in paragraph 8a will include thorough review within the operating administration or other element of the Department. It will provide for a Site Evaluation Report that will not include a recommendation but will present all sites that are considered to be qualified and evidence to support the qualifications and to establish that the principles in paragraphs 6 and 7 have been observed.

- (2) When the procedure has been completed and a Site Evaluation Report has been developed, it will be submitted to the Assistant Secretary for Administration for referral to the Committee established by paragraph 9 of this order. The Report will be supported by thorough justification for the sites considered qualified and a list of the principle alternate sites considered and the basis for their rejection.
  - e. Use of parks or recreational areas. Any acquisition or expansion which involves the use of land from a public park, recreation area, wildlife and waterfowl refuge, or historic site must have the Secretary's approval in accordance with section 4(f) of the DOT Act (Public Law 89-670).
  - f. Location in relation to housing, school and/or transportation. In determining the specific location of a facility, the plan of procedure will include a positive review and determination as to the feasibility of locating within reasonable accessibility to public transportation and/or suitable available integrated housing and schools for lower income employees. If the requirements for location necessitate the refusal of a GSA request to enlarge or change a delineated area for the acquisition of leased space the case shall be referred to the Secretary (Attention TAD-60) for review prior to refusal.
9. FUNCTION AND COMPOSITION OF THE DEPARTMENTAL SITE ADVISORY COMMITTEE.
- a. Function. The Committee is established to oversee major facility site evaluation processes of the Secretarial Officers, heads of operating administrations or NTSB and to advise the Secretary regarding their adequacy. If specifically requested to do so by the Secretary, the Committee will review the evaluation of sites proposed for a given facility and recommend a selection.
  - b. Composition of the Committee.
    - (1) Chairman. The Assistant Secretary for Administration will serve as Chairman of the Committee.
    - (2) Permanent members.
      - (a) The Assistant Secretary for Public Affairs
      - (b) The Assistant Secretary for Policy and International Affairs
      - (c) The General Counsel, OST
      - (d) The Departmental Director of Civil Rights

(3) Additional members.

- (a) For each case a member will be designated by the head of the operating administration proposing the action (or NTSB), or the appropriate Secretarial Officer, when the proposal originates in an element of OST.
- (b) For actions involving RDT&E facilities, the Assistant Secretary for Research and Technology will serve as a member of the Committee.
- (c) The Committee membership may be supplemented in particular cases by additional members, when in the opinion of the permanent members such action is necessary. Designation of such additional members will be made by the Secretary upon specific recommendation of the permanent members.

- (4) Executive Secretary. The Director of Logistics and Procurement Management, OST will serve as the Committee's Executive Secretary and will provide staff support for the Committee.



John A. Volpe  
Secretary of Transportation



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# Memorandum

Subject: **INFORMATION:** DOT Order 1100.34A,  
Facility Acquisition, Expansion, or Relocation

Date: JAN 24 1994

From: Crawford F. Grigg *Crawford F. Grigg*  
Chief, Real Property Division

Reply to  
Attn. of:

To: Manager, NAS Support Division, FAA  
Chief, Civil Engineering Division, USCG  
Chief, Operations and Services Division, FHWA  
Chief, Administrative Services Division, FRA  
Manager, Administrative Services, RSPA  
Director, Office of Management Services, MARAD  
Comptroller, Office of Finance and Administration, SLSDC  
Director, Office of Administrative Services, NHTSA  
Chief, Administrative Services Division, FTA  
Director, Office of Planning and Resources, OIG

Recently the Real Property Advisory Group (RPAG) members received from this office a Department of Transportation (DOT) Real Property Bulletin Number RP B 94-01, Approval for Acquisition of Real Property. The bulletin amended DOT Order 4300.2, Real Property Acquisition and Disposal, and provided information concerning approval by the Office of the Secretary (OST) for the acquisition of real property. One of the criteria in the bulletin requires approval by OST when the acquisition meets or exceeds the General Services Administration's (GSA) prospectus level.

The purpose of this memorandum is twofold. First, the following change is added to RP B 94-01 for clarification. Under RP B 94-01, the June 5, 1984 memorandum concerning family housing which required approval by OST for all acquisition of family housing for Departmental personnel (military and civilian) is cancelled. Effective immediately, requirements established in RP B 94-01, will apply to the acquisition of family housing.

Secondly, this memorandum amends DOT Order 1100.34A, Facility Acquisition, Expansion, or Relocation which provides criteria for major facility acquisitions. Effective immediately, DOT Order 1100.34A, part 5.b., is amended as follows:

b. Major acquisition or expansion.

- (1) For the purpose of this Order a major facility acquisition or expansion:
  - (a) meets or exceeds GSA's prospectus level (currently \$1.6 million net, adjusted annually); or
  - (b) may reasonably be expected to generate substantial public, press, or Congressional interest;
- (2) a facility may be handled as a major acquisition or expansion if the Secretarial Officer or head of the operating administration involved considers that it should be handled in this way even if it does not meet any of the above criteria.

Again, RP B 94-01 and this memorandum are intended as interim policy issuances until a consolidated real property order is complete. Development of the consolidated order will be coordinated with the RPAG in future meetings.

If you have any questions, please call Rita Martin on 366-1672.